

2011/2012 HMEP

# HMEP Purpose

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- ◉ Developing and Enhancing Haz—Mat Plans
- ◉ Commodity Flow Patterns of Haz-Mat
- ◉ Hazard analysis
- ◉ Conducting hazard analysis
- ◉ Assessing local response capabilities

# FY 2012 Funding

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- ◎ \$671,587
  - Federal \$537,270
  - Non Federal (Match) \$134,317
- ◎ (-)State Management and Administration Fees
  - \$54,013
- ◎ Available Federal and Non-Federal
  - \$483,256

# Allowable Expenses

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- Training

- Exercise
- Training Equipment
- Supplies
- Instructors Fees

- Exercise

- Planning

- Commodity Flow Study

- Hazard and Risk Analysis

# Planning Do's

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- Development, improvement and implementation of plans
- Commodity flow studies
- Assessment of the need for regional hazmat teams
- Drills and exercises to assess plans
- Provisions of technical staff to support planning efforts
- Additional activities approved by the IN HMEP Administrator and US DOT

# Planning Don'ts

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- Purchase simulation software
- Salaries for participation in exercises
- O/T or backfill
- Food or entertainment
- Expenses for non haz-mat activities
- Expenses claimed by another program
- Expenses counted as match towards another fund
- All other purchases or activities not approved

# Training Do's

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- Training
- Instructors and course materials
- Training props and equipment
- Facility rental
- Student tuition, travel costs, based on IDHS guidelines

# Training Don'ts

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- ◉ Overtime or benefits
- ◉ Operational equipment for emergency response
- ◉ Hazmat simulation programs
- ◉ Food and entertainment
- ◉ Rental of equipment and props
- ◉ Anything non-haz-mat related
- ◉ NIMS training



# Matching requirements

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- HMEP grants require a 20% cost match amount to be provided by the sub-recipient.
- The grantee contributions must be:
  - Reasonable
  - Allowable
  - Allocable
  - Necessary

# Types of Match

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- Soft (or in-kind) Match

- The value of third party in-kind contributions applicable to the period to which the matching requirements applies.

- Hard Match

- Allowable costs incurred by the subgrantee .

# Dates

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- Performance period
  - September 30, 2011 thru September 30, 2012
- Budgets submitted by August 15.
- Will review and recommend any changes and will OK by September 30.
- Sub-grant agreements out December time frame



# Calculating the Total Project Cost

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- Match is calculated on the TOTAL PROJECT COST.
- To calculate the total project cost (80/20 match) – multiply the amount requested/anticipated for reimbursement by 25%.
- Example =
  - Requested/anticipated reimbursement = \$800.00
  - $\$800 \times .25 = \$200$
  - $\$800 + 200 = \$1,000.00$
  - TOTAL PROJECT COST = \$1,000.00

# iGMS Update

**solution area: Match**

				unit	price/rate	hours	amount
 edit	 delete	<a href="#">[veto]</a> (#30094) description	Technical Level Haz-Mat Training Course	-	\$200.00	-	\$200.00
category			-				
discipline			Hazmat				
narrative			Required 20% match that must be provided by the local LEPC in order to qualify for allowable reimbursement portion.				
MATCH TOTAL							\$200.00

**solution area: Training**

				unit	price/rate	hours	amount
 edit	 delete	<a href="#">[veto]</a> (#30093) description	Technical Level Haz-Mat Training Course	-	\$800.00	-	\$800.00
category			Conference				
discipline			Hazmat				
narrative			Amount to be reimbursed to LEPC for allowable training activity.				
						TRAINING TOTAL	\$800.00







# iGMS Update

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- The iGMS now allows Match and Pass-through funds to be entered into ONE budget.
  - In the solution area choose MATCH from the drop-down menu.
  - The category should be listed as the null or “-” value.
- In the narrative section the sub-recipient MUST describe how the match will be met. For example:
  - Will deduct 20% from all invoices.
  - Will be using value of salary for training participants/exercise volunteers as match (additional information will be required when creating the RFE).

# iGMS Update

## items

tracking #	vendor	description	amount		
56260	Test Adams County Hazmat Techical Training Invoice	Hazmat Technical Training invoice for Jane, Jim and John and all supporting documentation	\$800.00	document type: INVOICE document id: 01 document date: 10/13/11 uploads: <a href="#">41259</a> , <a href="#">41258</a>	 <a href="#">audit complete</a>  waiting for invoice approval  waiting for proof approval <a href="#">approve proof</a>
56261	TEst Match	20% for 200.00	<del>\$200.00</del> \$0.00	document type: INVOICE document id: 1 document date: 10/20/11	 <a href="#">audit complete</a>  waiting for invoice approval  waiting for proof approval <a href="#">approve proof</a>
TOTAL:			\$1,000.00 \$800.00 (less the match: \$200.00)		

# iGMS Update

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- In addition to the amount being requested for reimbursement, the sub-recipient is required to also enter the amount being applied to the match requirement.
  - If using hard match (or deducting 20% from each invoice being submitted for reimbursement) the user will create two items for each purchase/activity being entered. One will be audited against the correct budget line item – the other against the match line item.
  - When using soft (in-kind match) the user will enter one item for the purchase and audit the separate amounts (reimbursement/match) to the corresponding line items of the budget.
  - Appropriate documentation for the match must be uploaded to the RFE in the same manner as an invoice. Examples would be: Sign-in/rosters.



● Thank You